

**APPENDIX B**  
**BERGRIVIER MUNICIPALITY**  
**ANALYSIS OF PROPERTY, PLANT AND EQUIPMENT AS AT 30 JUNE 2009**

|                              | Cost/Revaluation |            |                    |                     |                 | Accumulated Depreciation |           |                     |                 | Carrying Value |
|------------------------------|------------------|------------|--------------------|---------------------|-----------------|--------------------------|-----------|---------------------|-----------------|----------------|
|                              | Opening Balance  | Additions  | Under Construction | Correction of Error | Closing Balance | Opening Balance          | Additions | Correction of Error | Closing Balance |                |
| <b>Total brought forward</b> | 152,936,055      | 4,840,487  | 8,561,887          | (15,070,481)        | 151,267,948     | 40,145,745               | 6,546,069 | (5,493,918)         | 41,197,896      | 110,070,051    |
| <b>Lease Assets</b>          |                  |            |                    |                     |                 |                          |           |                     |                 |                |
| Office Equipment (Lease)     | 1,140,000        | 110,053    | -                  | -                   | 1,250,053       | 613,373                  | 283,026   | 158,000             | 1,054,399       | 195,653        |
| <b>Other Assets</b>          |                  |            |                    |                     |                 |                          |           |                     |                 |                |
| Office Equipment             | 9,315,384        | (50,785)   | -                  | (483,998)           | 8,780,602       | 5,425,633                | 820,237   | (224,435)           | 6,021,435       | 2,759,167      |
| Furniture and Fittings       | 272,190          | 12,170,842 | -                  | -                   | 12,443,032      | 153,928                  | 86,880    | (65,541)            | 175,267         | 12,267,764     |
| Bins and Containers          | 38,441           | (4,562)    | -                  | -                   | 33,879          | 3,648                    | 6,776     | 982                 | 11,406          | 22,473         |
| Emergency equipment          | 134,488          | 131,966    | -                  | -                   | 266,454         | 35,372                   | 18,898    | 1,153               | 55,423          | 211,031        |
| Motor Vehicles               | 5,490,060        | -          | -                  | (146,844)           | 5,343,216       | 2,538,856                | 511,744   | 89,691              | 3,140,291       | 2,202,925      |
| Fire Engines                 | -                | -          | -                  | -                   | -               | -                        | -         | -                   | -               | -              |
| Refuse Tankers               | 822,209          | -          | -                  | (35,000)            | 787,209         | 671,765                  | 41,923    | (35,000)            | 678,688         | 108,521        |
| Computer Equipment           | 278,674          | (25,000)   | -                  | -                   | 253,674         | 229,366                  | 10,377    | (21,605)            | 218,138         | 35,536         |
| Councillors Regalia          | -                | -          | -                  | -                   | -               | -                        | -         | -                   | -               | -              |
| Conservancy Tankers          | -                | -          | -                  | -                   | -               | -                        | -         | -                   | -               | -              |
| Water crafts                 | -                | -          | -                  | -                   | -               | -                        | -         | -                   | -               | -              |
|                              | 16,351,446       | 12,222,460 | -                  | (665,842)           | 27,908,065      | 9,058,568                | 1,496,835 | (254,755)           | 10,300,648      | 17,607,416     |
| <b>Housing Rental Stock</b>  | -                | 336,686    | -                  | -                   | 336,686         | -                        | 549       | -                   | 549             | 336,137        |
| <b>Total</b>                 | 170,427,501      | 17,509,686 | 8,561,887          | (15,736,323)        | 180,762,751     | 49,817,686               | 8,326,479 | (5,590,672)         | 52,553,493      | 128,209,258    |



**APPENDIX C**  
**BERGRIVIER MUNICIPALITY**  
**SEGMENTAL ANALYSIS OF PROPERTY, PLANT AND EQUIPMENT AS AT 30 JUNE 2009**  
**MUNICIPAL VOTES CLASSIFICATION**

|                             | Cost/Revaluation |            |                    |                     |                 | Accumulated Depreciation |           |                     |                 | Carrying Value |
|-----------------------------|------------------|------------|--------------------|---------------------|-----------------|--------------------------|-----------|---------------------|-----------------|----------------|
|                             | Opening Balance  | Additions  | Under Construction | Correction of Error | Closing Balance | Opening Balance          | Additions | Correction of Error | Closing Balance |                |
| Executive & Council         | 4,004,820        | 97,692     | -                  | -                   | 4,102,512       | 2,926,220                | 152,108   | (51,451)            | 3,026,877       | 1,075,634      |
| Finance & Admin             | 33,412,197       | (669,742)  | 2,291,374          | (4,130,098)         | 30,903,730      | 9,650,036                | 941,658   | (3,981,057)         | 6,610,636       | 24,293,094     |
| Planning & Development      | -                | -          | -                  | -                   | -               | -                        | -         | -                   | -               | -              |
| Health                      | -                | -          | -                  | -                   | -               | -                        | -         | -                   | -               | -              |
| Community & Social Services | 5,272,246        | (601,901)  | -                  | -                   | 4,670,345       | 2,983,853                | 123,250   | 7,998               | 3,115,101       | 1,555,244      |
| Housing                     | 306,480          | 201,204    | -                  | -                   | 507,684         | 232,822                  | 27,476    | 169                 | 260,467         | 247,216        |
| Public Safety               | 1,261,902        | 767,054    | -                  | -                   | 2,028,956       | 655,897                  | 107,581   | 212,937             | 976,415         | 1,052,541      |
| Sport & Recreation          | 14,366,508       | 4,091,788  | -                  | (4,703,893)         | 13,754,403      | 3,285,938                | 785,829   | (468,624)           | 3,603,143       | 10,151,260     |
| Environmental Protection    | -                | -          | -                  | -                   | -               | -                        | -         | -                   | -               | -              |
| Waste Management            | 14,420,910       | 8,332,189  | -                  | (1,723,492)         | 21,029,608      | 5,345,436                | 876,610   | (208,427)           | 6,013,619       | 15,015,988     |
| Road Transport              | 35,237,328       | (798,813)  | 5,788,961          | (135,755)           | 40,091,721      | 10,302,930               | 2,095,009 | -                   | 12,397,939      | 27,693,782     |
| Water                       | 31,007,003       | 1,511,375  | 481,552            | (4,183,595)         | 28,816,335      | 8,144,001                | 1,657,529 | (959,660)           | 8,841,869       | 19,974,466     |
| Electricity                 | 31,138,107       | 4,578,841  | -                  | (859,491)           | 34,857,458      | 6,290,552                | 1,559,430 | (142,556)           | 7,707,426       | 27,150,032     |
| Other                       | -                | -          | -                  | -                   | -               | -                        | -         | -                   | -               | -              |
|                             | 170,427,501      | 17,509,686 | 8,561,886          | (15,736,323)        | 180,762,751     | 49,817,685               | 8,326,480 | (5,590,672)         | 52,553,493      | 128,209,258    |



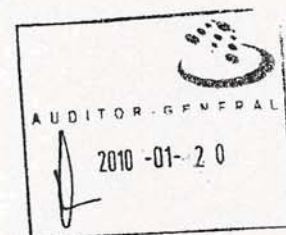
**APPENDIX D**  
**BERGRIVIER MUNICIPALITY**  
**SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2009**  
**MUNICIPAL VOTES CLASSIFICATION**

| 2008<br>Actual<br>Income<br>R | 2008<br>Actual<br>Expenditure<br>R | 2008<br>Surplus/<br>(Deficit)<br>R |                                 | 2009<br>Actual<br>Income<br>R | 2009<br>Actual<br>Expenditure<br>R | 2009<br>Surplus/<br>(Deficit)<br>R |
|-------------------------------|------------------------------------|------------------------------------|---------------------------------|-------------------------------|------------------------------------|------------------------------------|
| 9,451,434                     | 12,439,316                         | (2,987,882)                        | Executive & Council             | 14,442,085                    | (14,270,093)                       | 171,993                            |
| 29,368,950                    | 14,942,191                         | 14,426,759                         | Finance & Admin                 | 36,275,084                    | (23,721,859)                       | 12,553,225                         |
| 893,971                       | 1,412,862                          | (518,891)                          | Planning & Development          | 493,858                       | (1,641,483)                        | (1,147,625)                        |
| -                             | -                                  | -                                  | Health                          | -                             | -                                  | -                                  |
| 414,842                       | 2,471,346                          | (2,056,504)                        | Community & Social Services     | 623,789                       | (2,658,004)                        | (2,034,216)                        |
| 4,129,780                     | 267,443                            | 3,862,337                          | Housing                         | 2,558,548                     | (475,045)                          | 2,083,502                          |
| 1,829,691                     | 2,197,640                          | (367,949)                          | Public Safety                   | 3,521,962                     | (2,779,012)                        | 742,950                            |
| 4,144,054                     | 8,400,026                          | (4,255,972)                        | Sport & Recreation              | 2,719,365                     | (7,111,925)                        | (4,392,560)                        |
| -                             | -                                  | -                                  | Environmental Protection        | -                             | -                                  | -                                  |
| 9,697,117                     | 10,406,387                         | (709,270)                          | Waste Management                | 17,010,870                    | (11,705,282)                       | 5,305,588                          |
| 5,583,468                     | 16,944,150                         | (11,360,682)                       | Road Transport                  | 926,980                       | (14,566,401)                       | (13,639,421)                       |
| 9,967,766                     | 9,030,351                          | 937,415                            | Water                           | 10,422,180                    | (8,224,923)                        | 2,197,257                          |
| 32,032,797                    | 28,527,333                         | 3,505,464                          | Electricity                     | 34,302,938                    | (28,191,845)                       | 6,111,093                          |
| -                             | -                                  | -                                  | Other                           | -                             | -                                  | -                                  |
| 107,513,870                   | 107,039,045                        | 474,825                            | Sub Total                       | 123,297,661                   | (115,345,873)                      | 7,951,788                          |
| -                             | (8,104,200)                        | 8,104,200                          | Less Inter-Departmental Charges | -                             | 15,757                             | 15,757                             |
| 107,513,870                   | 98,934,845                         | 8,579,025                          | <b>Total</b>                    | 123,297,661                   | (115,330,116)                      | 7,967,545                          |
|                               |                                    |                                    |                                 |                               |                                    |                                    |



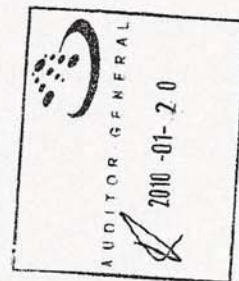
**APPENDIX E(1)**  
**BERGRIVIER MUNICIPALITY**  
**REVENUE AND EXPENDITURE**  
**ACTUAL VERSUS BUDGET FOR THE YEAR ENDED 30 JUNE 2009**  
**MUNICIPAL VOTES CLASSIFICATION**

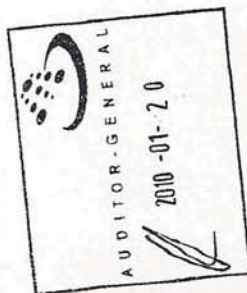
|                                                           | 2009<br>Actual (R)   | 2009<br>Budget (R)   | 2009<br>Variance (R) | 2009<br>Variance (%) | Explanation of Significant Variances<br>greater than 10% versus Budget |
|-----------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------------------------------------------------------|
| <b>REVENUE</b>                                            |                      |                      |                      |                      |                                                                        |
| Property rates                                            | 26,179,296           | 26,682,200           | (502,904)            | -1.88%               |                                                                        |
| Government Grants and Subsidies                           | 24,313,771           | 13,180,000           | 11,133,771           | 84.47%               | Capital grants not included in budget                                  |
| Public Contributions and Donations                        | -                    | -                    | -                    | 0.00%                |                                                                        |
| Contributed PPE                                           | -                    | -                    | -                    | 0.00%                |                                                                        |
| Fines                                                     | 1,531,901            | 1,107,000            | 424,901              | 38.38%               | Higher income                                                          |
| Third Party Payments                                      | -                    | -                    | -                    | 0.00%                |                                                                        |
| Actuarial gains                                           | 100,748              | -                    | 100,748              | 0.00%                |                                                                        |
| Dividends received                                        | -                    | -                    | -                    | 0.00%                |                                                                        |
| Property rates - Penalties & Collection Charges           | -                    | -                    | -                    | 0.00%                |                                                                        |
| Service Charges                                           | 56,750,319           | 59,483,400           | (2,713,081)          | -4.56%               |                                                                        |
| Water Services Authority Contribution                     | -                    | -                    | -                    | 0.00%                |                                                                        |
| Rental of Facilities and Equipment                        | 2,515,541            | 2,491,900            | 23,641               | 0.95%                |                                                                        |
| Interest Earned - External Investments                    | 4,631,076            | 3,300,000            | 1,331,076            | 40.34%               | No contribution to CRR                                                 |
| Interest Earned - Outstanding Receivables                 | 2,663,228            | 2,550,000            | 113,228              | 4.44%                |                                                                        |
| Licences and Permits                                      | 226,765              | 1,472,000            | (1,245,235)          | -84.59%              | Budget Agency Fees                                                     |
| Agency Services                                           | 2,027,337            | 1,370,000            | 657,337              | 47.98%               | Budget Licences and Permits                                            |
| Other Income                                              | 2,293,451            | 2,038,200            | 255,251              | 12.52%               |                                                                        |
| Unamortised discount - Interest                           | 64,225               | -                    | 64,225               | 0.00%                |                                                                        |
| Gains on Disposal of PPE                                  | -                    | -                    | -                    | 0.00%                |                                                                        |
| Reversal of Impairment Loss                               | -                    | -                    | -                    | 0.00%                |                                                                        |
| Changes in Fair Value                                     | -                    | -                    | -                    | 0.00%                |                                                                        |
| Inventory: Reversal of write-down to Net Realisable Value | -                    | -                    | -                    | 0.00%                |                                                                        |
| <b>Total Revenue</b>                                      | <b>123,297,661</b>   | <b>113,654,700</b>   | <b>9,642,961</b>     | <b>8.48%</b>         |                                                                        |
| <b>EXPENDITURE</b>                                        |                      |                      |                      |                      |                                                                        |
| Executive & Council                                       | (14,270,093)         | (15,773,018)         | 1,502,925            | -9.53%               |                                                                        |
| Finance & Admin                                           | (23,721,859)         | (20,660,229)         | (3,061,630)          | 14.82%               | Increase in provision for bad debts                                    |
| Planning & Development                                    | (1,641,483)          | (2,028,059)          | 386,576              | -19.06%              | Savings on advertizing and staff cost                                  |
| Health                                                    | -                    | -                    | -                    | 0.00%                |                                                                        |
| Community & Social Services                               | (2,658,004)          | (2,454,400)          | (203,604)            | 8.30%                |                                                                        |
| Housing                                                   | (475,045)            | (976,386)            | 501,341              | -51.35%              | Depreciation cost over budgeted                                        |
| Public Safety                                             | (2,779,012)          | (3,066,389)          | 287,377              | -9.37%               |                                                                        |
| Sport & Recreation                                        | (7,111,925)          | (7,754,305)          | 642,380              | -8.28%               |                                                                        |
| Environmental Protection                                  | -                    | -                    | -                    | 0.00%                |                                                                        |
| Waste Management                                          | (11,705,282)         | (10,592,682)         | (1,112,600)          | 10.50%               | New contract for wasteremoval                                          |
| Road Transport                                            | (14,566,401)         | (14,103,981)         | (462,420)            | 3.28%                |                                                                        |
| Water                                                     | (8,224,923)          | (9,220,300)          | 995,377              | -10.80%              |                                                                        |
| Electricity                                               | (28,191,845)         | (29,837,100)         | 1,645,255            | -5.51%               |                                                                        |
| Other                                                     | -                    | -                    | -                    | 0.00%                |                                                                        |
| Less: Interdepartmental Charges                           | 15,757               | 553,600              | (537,843)            | -97.15%              | Admin charge no longer capitalized                                     |
| <b>Total Expenditure</b>                                  | <b>(115,330,116)</b> | <b>(115,913,249)</b> | <b>583,133</b>       | <b>-0.50%</b>        |                                                                        |
| <b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>                 | <b>7,967,545</b>     | <b>(2,258,549)</b>   | <b>10,226,094</b>    |                      |                                                                        |



**APPENDIX E (2)**  
**BERGRIVIER MUNICIPALITY**  
**ACTUAL VERSUS BUDGET FOR THE YEAR ENDED 30 JUNE 2009**  
**ACQUISITION OF PROPERTY, PLANT AND EQUIPMENT & INTANGIBLE ASSETS**  
**MUNICIPAL VOTES CLASSIFICATION**

|                             | 2009<br>Actual    | 2009<br>Under<br>Construction | 2009<br>Total<br>Additions | 2009<br>Budget    | 2009<br>Variance    |   | 2009<br>Variance<br>% | Explanation of Significant Variances<br>greater than 5% versus Budget   |
|-----------------------------|-------------------|-------------------------------|----------------------------|-------------------|---------------------|---|-----------------------|-------------------------------------------------------------------------|
|                             |                   |                               |                            |                   | R                   | R |                       |                                                                         |
| Executive & Council         | 58,924            | -                             | 58,924                     | -                 | 58,924              |   | 0.00%                 |                                                                         |
| Finance & Admin             | 2,007,323         | 2,291,374                     | 4,298,697                  | 6,399,000         | (2,100,303)         |   | -32.82%               | Valuation roll was included in capital budget                           |
| Planning & Development      | -                 | -                             | -                          | 33,000            | (33,000)            |   | -100.00%              | Computer Equipment will be purchased in following year                  |
| Health                      | 303,022           | -                             | 303,022                    | 527,000           | (223,978)           |   | 0.00%                 |                                                                         |
| Community & Social Services | 201,205           | -                             | 201,205                    | 15,257,400        | (15,056,195)        |   | -42.50%               |                                                                         |
| Housing                     | -                 | -                             | -                          | -                 | -                   |   | -98.68%               | No housing project in current year                                      |
| Public Safety               | 576,387           | -                             | 576,387                    | 637,000           | (60,613)            |   | -9.52%                | Savings on fire department vehicle brought                              |
| Sport & Recreation          | 1,402,213         | -                             | 1,402,213                  | 1,520,000         | (117,787)           |   | -7.75%                | Savings on building of swimming pool                                    |
| Environmental Protection    | -                 | -                             | -                          | -                 | -                   |   | 0.00%                 |                                                                         |
| Waste Management            | 7,794,951         | -                             | 7,794,951                  | 8,531,000         | (736,049)           |   | -8.63%                | Savings on capital projects                                             |
| Road Transport              | 3,848,147         | 5,788,961                     | 9,637,108                  | 3,536,000         | 6,101,108           |   | 172.54%               | Road infrastructure originally budget under Housing                     |
| Water                       | 1,408,688         | 481,552                       | 1,890,240                  | 2,108,000         | (217,760)           |   | -10.33%               | Savings on capital projects                                             |
| Electricity                 | 6,990,260         | -                             | 6,990,260                  | 5,729,000         | 1,261,260           |   | 22.02%                | Under construction assets in previous year, capitalised in current year |
| Other                       | -                 | -                             | -                          | -                 | -                   |   | 0.00%                 |                                                                         |
| <b>Total</b>                | <b>24,591,120</b> | <b>8,561,887</b>              | <b>33,153,007</b>          | <b>44,277,400</b> | <b>(11,124,393)</b> |   | <b>-25.12%</b>        |                                                                         |





**APPENDIX F**  
**BERGRIVIER MUNICIPALITY**  
**DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003**

| Grant Description                | Balance<br>30 June 2008 | Contributions<br>during the year | Operating<br>Expenditure<br>during the year<br>Transferred<br>to Revenue | Capital<br>Expenditure<br>during the year<br>Transferred<br>to Revenue | Balance<br>30 June 2009 | Unspent<br>30 June 2009<br>(Creditor) | Unpaid<br>30 June 2009<br>(Debtor) |
|----------------------------------|-------------------------|----------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------|---------------------------------------|------------------------------------|
| Housing Mooiplaas                | 40,426                  | -                                | 26,047                                                                   | -                                                                      | 14,379                  | 14,379                                | -                                  |
| Electricity Master plan          | 31,697                  | -                                | 26,316                                                                   | -                                                                      | 5,381                   | 5,381                                 | -                                  |
| LOTTO: Sport fields Zuurvlaakte  | 500,000                 | -                                | -                                                                        | -                                                                      | 500,000                 | 500,000                               | -                                  |
| WDM Performance Management       | 40,000                  | -                                | 40,000                                                                   | -                                                                      | -                       | -                                     | -                                  |
| PIMS, Zoning Scheme              | 161,593                 | -                                | 992                                                                      | -                                                                      | 160,602                 | 160,602                               | -                                  |
| Lotto - Plant Trees              | 297,183                 | -                                | 60,476                                                                   | -                                                                      | 236,707                 | 236,707                               | -                                  |
| R O R                            | 109,008                 | -                                | 109,008                                                                  | -                                                                      | (0)                     | -                                     | (0)                                |
| Finance Management Grant         | 596,135                 | 750,000                          | 1,007,894                                                                | -                                                                      | 338,241                 | 338,241                               | -                                  |
| Draught relief                   | 945,000                 | -                                | 592,201                                                                  | -                                                                      | 352,799                 | 352,799                               | -                                  |
| Imbizo Porterville               | 2,570                   | -                                | 2,570                                                                    | -                                                                      | -                       | -                                     | -                                  |
| CDW Contribution:                | (0)                     | 72,000                           | 5,462                                                                    | 13,397                                                                 | 53,141                  | 53,141                                | -                                  |
| Housing Consuming Education      | -                       | 60,000                           | 21,715                                                                   | -                                                                      | 38,285                  | 38,285                                | -                                  |
| Emergency Housing                | -                       | 11,015                           | 11,015                                                                   | -                                                                      | -                       | -                                     | -                                  |
| LED - WDM                        | -                       | 144,000                          | 97,048                                                                   | -                                                                      | 46,952                  | 46,952                                | -                                  |
| Pump Station Expanding           | 24,177                  | -                                | 24,177                                                                   | -                                                                      | -                       | -                                     | -                                  |
| Build taxi-rank                  | 828,092                 | -                                | 828,092                                                                  | -                                                                      | -                       | -                                     | -                                  |
| Sport Fields EK                  | 489,105                 | -                                | 59,161                                                                   | -                                                                      | 429,944                 | 429,944                               | -                                  |
| Sport Fields AR                  | 696,013                 | -                                | 320,244                                                                  | -                                                                      | 375,769                 | 375,769                               | -                                  |
| Groundwater - development        | 225,259                 | -                                | 182,586                                                                  | -                                                                      | 42,673                  | 42,673                                | -                                  |
| Flood damage                     | 280,549                 | 128,283                          | 112,957                                                                  | -                                                                      | 295,875                 | 295,875                               | -                                  |
| MSIG                             | 403,520                 | 735,000                          | 1,103,968                                                                | -                                                                      | 34,552                  | 34,552                                | -                                  |
| Elekt HT line Veldrif            | 38,643                  | -                                | 38,643                                                                   | -                                                                      | 0                       | 0                                     | -                                  |
| Construction Sidewalks           | 118,995                 | -                                | 42,960                                                                   | -                                                                      | 76,035                  | 76,035                                | -                                  |
| Refuse transfer station          | 931,000                 | 4,196,000                        | -                                                                        | 4,686,797                                                              | 440,203                 | 440,203                               | -                                  |
| Noordhoek Phase 3                | (1,207,140)             | 5,000,000                        | -                                                                        | 1,856,062                                                              | 1,936,798               | 1,936,798                             | -                                  |
| Piketberg - Housing              | -                       | 245,952                          | -                                                                        | 668,807                                                                | (422,855)               | -                                     | (422,855)                          |
| Lotto Piketberg - Sport Field    | (670,042)               | -                                | -                                                                        | -                                                                      | (670,042)               | -                                     | (670,042)                          |
| Lotto Redelinghuys - Sport Field | (635,578)               | -                                | -                                                                        | -                                                                      | (635,578)               | -                                     | (635,578)                          |
| Environmental cleaning           | (548,730)               | -                                | -                                                                        | -                                                                      | (548,730)               | -                                     | (548,730)                          |
| Road Maintenance: Zenzele        | -                       | 150,242                          | -                                                                        | -                                                                      | 150,242                 | 150,242                               | -                                  |
| Wittewater: Historical houses    | (151,103)               | 151,103                          | -                                                                        | -                                                                      | -                       | -                                     | -                                  |
| <b>Total</b>                     | <b>3,546,374</b>        | <b>11,643,595</b>                | <b>4,713,532</b>                                                         | <b>7,225,062</b>                                                       | <b>3,251,375</b>        | <b>5,528,579</b>                      | <b>(2,277,204)</b>                 |

January 13, 2010

## APPENDIX B-

### DEBTOR AGE ANALYSIS AS ON 30 JUNE 2009

| Category         | Current          |                | 30 days          |                | 60 days          |                | 90 days +         |                | Total             |                |
|------------------|------------------|----------------|------------------|----------------|------------------|----------------|-------------------|----------------|-------------------|----------------|
| ASSESSMENT RATES | 1,167,801        | 13.71%         | 432,850          | 21.91%         | 277,823          | 25.36%         | 6,831,747         | 36.02%         | 8,710,221         | 28.51%         |
| ELECTRICITY      | 2,580,707        | 30.30%         | 499,195          | 25.27%         | 196,389          | 17.93%         | 2,191,295         | 11.55%         | 5,467,587         | 17.90%         |
| REFUSE REMOVAL   | 621,431          | 7.30%          | 301,711          | 15.27%         | 181,985          | 16.61%         | 1,896,687         | 10.00%         | 3,001,815         | 9.82%          |
| SEWERAGE CHARGE  | 474,762          | 5.57%          | 308,838          | 15.64%         | 143,960          | 13.14%         | 1,959,108         | 10.33%         | 2,886,668         | 9.45%          |
| WATER            | 691,259          | 8.12%          | 296,128          | 14.99%         | 183,828          | 16.78%         | 2,193,732         | 11.57%         | 3,364,947         | 11.01%         |
| HOUSE PURCHASE   | 509              | 0.01%          | 509              | 0.03%          | 421              | 0.04%          | 193,656           | 1.02%          | 195,095           | 0.64%          |
| HOUSING          | 5,275            | 0.06%          | 3,456            | 0.17%          | 2,932            | 0.27%          | 102,186           | 0.54%          | 113,850           | 0.37%          |
| Other            | 2,975,431        | 34.93%         | 132,610          | 6.71%          | 108,039          | 9.86%          | 3,596,820         | 18.97%         | 6,812,900         | 22.30%         |
| <b>Total</b>     | <b>8,517,173</b> | <b>100.00%</b> | <b>1,975,297</b> | <b>100.00%</b> | <b>1,095,379</b> | <b>100.00%</b> | <b>18,965,231</b> | <b>100.00%</b> | <b>30,553,083</b> | <b>100.00%</b> |

| Debtor age analysis | 0-30 days    |             | 31-60 days |            | 61-90 days |            | Over 90 days  |             | TOTAL         |               |
|---------------------|--------------|-------------|------------|------------|------------|------------|---------------|-------------|---------------|---------------|
| WC 013-Bergrivier   | Amount       | %           | Amount     | %          | Amount     | %          | Amount        | %           | Amount        | %             |
| Water               | 935          | 34.4        | 164        | 6.0        | 142        | 5.2        | 1,482         | 54.4        | 2,724         | 100.00        |
| Electricity         | 2,676        | 60.3        | 208        | 4.7        | 100        | 2.3        | 1,452         | 32.7        | 4,436         | 100.00        |
| Property Rates      | 1,311        | 15.2        | 241        | 2.8        | 208        | 2.4        | 6,867         | 79.6        | 8,627         | 100.00        |
| Other               | 2,290        | 33.1        | 287        | 4.1        | 262        | 3.8        | 4,089         | 59.0        | 6,928         | 100.00        |
| <b>TOTAL</b>        | <b>7,213</b> | <b>31.8</b> | <b>900</b> | <b>4.0</b> | <b>712</b> | <b>3.1</b> | <b>13,891</b> | <b>61.2</b> | <b>22,715</b> | <b>100.00</b> |
|                     |              |             |            |            |            |            |               |             |               |               |

*January 13, 2010*

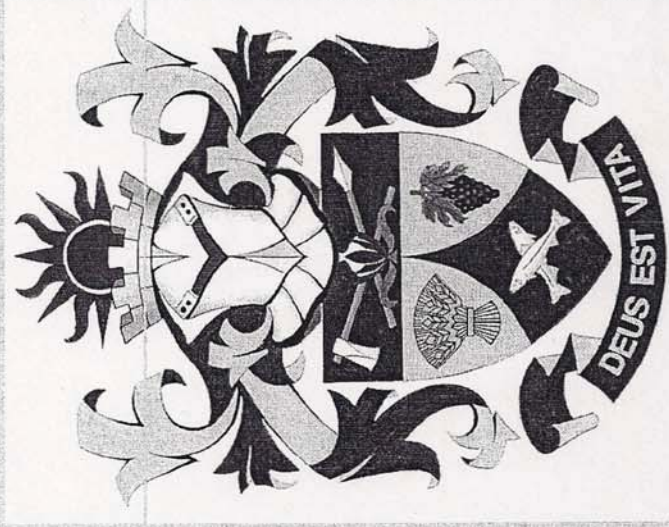
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**APPENDIX C –**

**ANNUAL PERFORMANCE REPORT ON THE  
SERVICE DELIVERY AND BUDGET  
IMPLEMENTATION PLAN**

# **BERGRIVIER MUNICIPALITY (WC013)**

**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR 2008/09**



**24 JUNE 2008**

**BERGRIVIER MUNICIPALITY**

**OFFICE OF THE MUNICIPAL MANAGER- Strategic Services**

**04 August 2009**

**ANNUAL PERFORMANCE REPORT ON THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN  
(SDBIP) FOR THE 2008/09 FINANCIAL YEAR**

**PURPOSE**

To report to the Section 79 Committees, the Mayoral Committee and Council on the annual performance of the 2008/09 Service Delivery and Budget Implementation plan (SDBIP) of the Bergrivier Municipality for the 2008/09 financial year.

**SDBIP reporting per category:**

**INCOME RECEIVED AS ON 30 JUNE 2009**

The income received by the Bergrivier Municipality for the past year is:

| VOTE                          | Revised           | Actual     |
|-------------------------------|-------------------|------------|
|                               | Budget<br>2008/09 |            |
| COUNCIL GENERAL EXPENDITURE   | 13,400,000        | 14,442,085 |
| FINANCE AND ADMINISTRATION    | 45,242,800        | 47,964,457 |
| PLANNING AND DEVELOPMENT      | 480,000           | 493,585    |
| HEALTH                        | 0                 | 0          |
| COMMUNITY AND SOCIAL SERVICES | 656,500           | 623,788    |
| HOUSING                       | 12,000            | 2,558,547  |
| PUBLIC SAFETY                 | 2,456,000         | 3,521,961  |
| SPORT AND RECREATION          | 2,398,500         | 2,719,365  |
| ENVIRONMENTAL HEALTH          | 0                 | 0          |

| VOTE             | Revised<br>Budget<br>2008/09 | Actual      |
|------------------|------------------------------|-------------|
| WASTE MANAGEMENT | 13,562,000                   | 18,628,549  |
| ROAD TRANSPORT   | 1,177,000                    | 926,980     |
| WATER            | 14,460,500                   | 11,784,068  |
| ELECTRICITY      | 38,874,400                   | 35,151,162  |
| OTHER            | 0 0                          |             |
| GRAND TOTALS     | 130,723,700                  | 138,814,824 |

106% of the budgeted amounts were received. Grants are included.

### OPERATING EXPENDITURE AS ON 30 JUNE 2009

The table reflects the operating expenditure of the Bergrivier Municipality for the past four quarters:

|                             | Revised<br>Budget<br>2008/09 | Actual      |
|-----------------------------|------------------------------|-------------|
| VOTE                        |                              |             |
| COUNCIL GENERAL EXPENDITURE | 12,035,618                   | 12,551,592  |
| FINANCE AND ADMINISTRATION  | 28,553,029                   | 28,792,100  |
| PLANNING AND DEVELOPMENT    | 2,076,659                    | 1,690,083   |
| HEALTH                      | 0                            | 0           |
| COMMUNITY & SOCIAL SERVICES | 2,452,300                    | 2,679,404   |
| HOUSING                     | 414,186                      | 422,845     |
| PUBLIC SAFETY               | 3,121,089                    | 2,835,711   |
| SPORT AND RECREATION        | 7,438,105                    | 7,370,625   |
| ENVIRONMENTAL HEALTH        | 0                            | 0           |
| WASTE MANAGEMENT            | 13,169,482                   | 14,044,361  |
| ROAD TRANSPORT              | 13,780,781                   | 14,727,600  |
| WATER                       | 11,365,500                   | 11,098,211  |
| ELECTRICITY                 | 36,463,400                   | 34,638,969  |
| OTHER                       | 0                            | 0           |
| GRAND TOTALS                | 130,870,149                  | 130,911,505 |

|                                               |         |      |
|-----------------------------------------------|---------|------|
| Total % of operating budget spent on year end | 100,03% | 100% |
|-----------------------------------------------|---------|------|

### CAPITAL EXPENDITURE AS 30 JUNE 2009

|                               | Revised    |            |
|-------------------------------|------------|------------|
|                               | Budget     |            |
| VOTE                          | 2008/09    | Actual     |
| COUNCIL GENERAL EXPENDITURE   | 0          | 0          |
| FINANCE AND ADMINISTRATION    | 7,119,100  | 52,250,042 |
| PLANNING AND DEVELOPMENT      | 38,229     | 34,455     |
| HEALTH                        | 0          | 0          |
| COMMUNITY AND SOCIAL SERVICES | 521,771    | 433,256    |
| HOUSING                       | 15,257,400 | 2,915,998  |
| PUBLIC SAFETY                 | 637,000    | 576,387    |
| SPORT AND RECREATION          | 1,519,000  | 1,300,995  |
| ENVIRONMENTAL HEALTH          | 0          | 0          |
| WASTE MANAGEMENT              | 8,526,500  | 8,117,559  |
| ROAD TRANSPORT                | 3,813,000  | 2,864,195  |
| WATER                         | 2,084,500  | 1,809,413  |
| ELECTRICITY                   | 5,949,000  | 4,514,002  |
| OTHER                         | 0          | 0          |
| GRAND TOTALS                  | 45,644,400 | 24,938,831 |

| % Capital budget spent per Quarter             | Actual % spent | Planned % to be spent |
|------------------------------------------------|----------------|-----------------------|
| Total % of capital budget spent as on year end | 61,18%         |                       |

% remaining of capital budget not spent on year end (30/06/2009)

39%

\* See note below

### Summary of capital spending per Directorate for the financial year:

| Directorate                 | R amount allocated | % spent as on 30 June 2009 |
|-----------------------------|--------------------|----------------------------|
| Municipal Manager           | R 2,520,000        | 62%                        |
| Community Services          | R 1,006,814        | 87%                        |
| Administrative Services     | R 729,000          | 86%                        |
| Financial Services          | R 1,190,000        | 90%                        |
| Technical Services          | R 24,806,186       | 84%                        |
| Community Services- Housing | R 15,214,400       | 19%                        |

Notes on capital expenditure for the financial year- 2008/09:

#### - **Municipal Manager:**

- o The original budget also included the construction of offices and compilation of a valuation role. Only R1 million was spent of the office budget (original budget R2.3 million) and the valuation budget of R2.5 million was moved to the operating account. **If the two amounts totalling R3.5 million is also excluded from the capital budget the municipality achieved a 89.61% capital spending.**

#### - **Director Technical Services:**

- o Staff shortages and the time spent to source quotations are delaying project implementation. The Sacarce Skills Policy should address this challenge in 2009/2010.

#### - **Director Financial Services:**

- o **If the R15 million of the housing project is excluded from the budget a capital spending of 82,43% was achieved;**

### **IDEAS TO STRATEGICALLY ADDRESS CHALLENGES OF THE PAST FINANCIAL YEAR**

- Appointment of Internal Auditor
- Access to Performance Management System as well as performance management for Councillors.
- Functional ward committees as well as ward-based planning
- Control of Information Technology
- Organisational Structure amendment
- Productive CDW's
- Integration of Provincial plans with local plans
- High standard of Customer Care
- Strategy to create more jobs (Phase two – Implementation of LED Strategy)
- Best Practice Supply Chain Management Policy
- Environmental development
- Uniform Zoning Scheme
- Recycling
- Sport Management Plan
- Electronic system for monitoring and implementation of tariffs
- Strategic plan for small towns (Aurora, Goedverwacht, Wittewater, Redelinghuys)
- Effective management and monitoring of service providers
- Safety and Human Resources Monitoring
- Remuneration and Reward system (Scorecards for absenteeism, sickleave, discipline etc.)

### **SUCCESSSES**

- New Performance Management Policy and electronic system implemented
- Quarterly newsletter to Rate Payers and personnel
- Customer Care
- Risk Analysis
- Local Action for Biodiversity
- Bergrivier rated under the top 58 municipalities (Basic services used as criteria)
- Teambuilding – Good performance through the balancing of weak and strong points in the organisation
- Bursaries and Scarce Skills (Improvement and plan around these issues)

### **RECOMMENDATION**

- a) That the Section Committees, the Mayoral Committee and Council note the annual performance report on the Service Delivery and Budget Implementation plan (SDBIP) for the 2008/09 financial year;
- b) That the annual SDBIP performance report is made public and a copy be sent to Provincial Treasury.

**Compiled by Strategic Manager  
2009**

# **REPORTS ON SDBIP FOR 2008/09**

## INTRODUCTION

This plan serves as the Service Delivery and Budget Implementation plan (SDBIP) of Bergrivier Municipality for the 2008/09 financial year.

The plan consist of the following components:

|            |                                                   |
|------------|---------------------------------------------------|
| Annexure A | Printable reports                                 |
| Annexure B | Quarterly projections of service delivery targets |
| Annexure C | Revenue by Source                                 |
| Annexure D | Actual Results of Monthly Operating Expenditure   |
| Annexure E | Actual Results of Monthly Revenue Received        |
| Annexure F | Actual Results of Monthly Capital Expenditure     |
| Annexure G | Projections of Monthly Operating Expenditure      |
| Annexure H | Projections of Monthly Operating Income           |
| Annexure I | Projections of Monthly Capital Expenditure        |

A Service Delivery and Budget Implementation Plan is defined in Chapter 1 of the Municipal Finance Management Act (MFMA) as a detailed plan approved by the Executive Mayor for implementing the municipality's delivery of municipal services and its annual budget.

## LEGAL REFERENCE

This document is compiled in order to adhere to the following legislation:

- \* Section 53, Local Government: Municipal Finance Management Act, Act no 56 of 2003
- \* Section 34, Local Government: Municipal Systems Act, Act no 32 of 2000
- \* Chapter 6, Local Government: Municipal Systems Act, Act 32 of 2000 (Performance Management)

# **ANNEXURE A**

## **PRINTABLE REPORTS**

## REPORTS ON SDBIP FOR 2008/09 - BERGRIVIER MUNICIPALITY

| BUDGETS AND ACTUALS               | ACTUAL RESULTS PRINT                          |
|-----------------------------------|-----------------------------------------------|
| Actual Results - Expenditure      | Actual Results - Expenditure                  |
| Actual Results - Income           | Actual Results - Income                       |
| Actual Results - Capital          | Actual Results - Capital                      |
| Input Form - Budget - Expenditure |                                               |
| Input Form - Budget - Income      |                                               |
| Input Form - Budgets - Capital    |                                               |
| Input Form - Actual Expenditure   |                                               |
| Input Form - Actual Income        |                                               |
| Input Form - Actual Capital       |                                               |
|                                   | <b>COLOR CODING</b>                           |
|                                   | EQUAL TO OR BETTER THAN THE TARGET PERCENTAGE |
|                                   | WITHIN 10% OF THE TARGET PERCENTAGE           |
|                                   | BELOW 10% OF THE TARGET PERCENTAGE            |

## **ANNEXURE B**

### **QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS**

| No. | PERFORMANCE INDICATORS - WHAT                                                    | TOWN | Department          | Who                               | Target date    | Performance Measurement % | ADD Costs To Budget | 30-Sep-08 Target % | 31-Dec-08 Target % | 31-Mar-09 Target % | 30-Jun-09 Target % | 30-Sep-08 Actual % | 31-Dec-08 Actual % | 31-Mar-09 Actual % | 30-Jun-09 Actual % | 30-Sep-08 Performance % | 31-Dec-08 Performance % | 31-Mar-09 Performance % | 30-Jun-09 Performance % | Reason for performance status                                                                                                                                            |
|-----|----------------------------------------------------------------------------------|------|---------------------|-----------------------------------|----------------|---------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Quarterly Council Meetings with a 90% attendance.                                |      | Executive & Council | Council                           | Quarterly      | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                                                                                                          |
| 2   | Approval IDP Plans 2009/10 (draft and final)                                     |      | Executive & Council | Council                           | 31-May-09      | 10.00%                    |                     | 15.00%             | 30.00%             | 100.00%            | 100.00%            | 15.00%             | 30.00%             | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                                                                                                          |
| 3   | Approval of Budget 2009/10                                                       |      | Executive & Council | Council                           | 31-May-09      | 10.00%                    |                     | 10.00%             | 40.00%             | 95.00%             | 100.00%            | 10.00%             | 40.00%             | 95.00%             | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                                                                                                          |
| 4   | Approval of the Annual Report 2007/08                                            |      | Executive & Council | Council                           | 31-Jan-09      | 10.00%                    |                     | 5.00%              | 60.00%             | 100.00%            | 100.00%            | 5.00%              | 55.00%             | 100.00%            | 100.00%            | 10.00%                  | 9.17%                   | 10.00%                  | 10.00%                  |                                                                                                                                                                          |
| 5   | Implementation of a Performance Management Policy                                |      |                     |                                   |                |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         | Province appointed Ignite in April/May 2008 to assist the municipality with a PMS. Additional comment: policy to be approved by council still. Ignite system implemented |
| 6   | Resolutions of Council executed within 30 days.                                  |      | Executive & Council | Municipal Manager                 | 30-Oct-08      | 5.00%                     |                     | 50.00%             | 100.00%            | 0.00%              | 0.00%              | 0.00%              | 0.00%              | 0.00%              | 50.00%             | 0.00%                   | 0.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                          |
| 7   | Compile and implement the following policies:                                    |      | Executive & Council | Director: Administrative services | Within 30 days | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                          |
| 8   | 1) Review all HR Policies in collaboration with the Director: Corporate Services |      | Executive & Council | Municipal Manager                 |                |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                          |
| 9   | 2) Communication Policy in collaboration with the Municipal Manager              |      | Executive & Council | Municipal Manager                 | 30/09/2008     | 5.00%                     |                     | 100.00%            | 0.00%              | 0.00%              | 0.00%              | 0.00%              | 0.00%              | 0.00%              | 100.00%            | 0.00%                   | 5.00%                   | 5.00%                   | 5.00%                   | The employment and travel policies were updated                                                                                                                          |
| 10  | 3) Monitor Procurement Policy                                                    |      | Executive & Council | Director: Administrative services | 30-Jun-09      | 2.00%                     |                     | 0.00%              | 10.00%             | 50.00%             | 100.00%            | 10.00%             | 10.00%             | 50.00%             | 100.00%            | 2.00%                   | 2.00%                   | 2.00%                   | 2.00%                   | The Communication function does not reside with the Director Administration. Unassigned function, but the Strategic Manager is drafting a communication policy.          |
| 11  | Improve teamwork through:                                                        |      | Executive & Council | Director: Financial Services      | Continuous     | 2.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 2.00%                   | 2.00%                   | 2.00%                   | 2.00%                   |                                                                                                                                                                          |
| 12  | 1) "Botsenraad"                                                                  |      | Executive & Council | Municipal Manager                 | Continuous     | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 0.00%              | 0.00%              | 0.00%              | 100.00%            | 0.00%                   | 0.00%                   | 0.00%                   | 0.00%                   |                                                                                                                                                                          |
| 13  | 2) Open Door Policy                                                              |      | Executive & Council | Municipal Manager                 | Continuous     | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                          |
| 14  | 3) Maintain Code of good Practice.                                               |      | Executive & Council | Municipal Manager                 | Continuous     | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                                                                                                          |
| 15  | Awareness Campaign through:                                                      |      | Executive & Council | Director: Administrative services |                |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                          |
| 16  | 1) Public Meetings - applicable to the Directorate Administration                |      | Executive & Council | Director: Administrative services | Continuous     | 1.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 1.00%                   | 1.00%                   | 1.00%                   | 1.00%                   |                                                                                                                                                                          |
| 17  | 2) Notices - applicable to the Directorate Administration                        |      | Executive & Council | Director: Administrative services | Continuous     | 1.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 1.00%                   | 1.00%                   | 1.00%                   | 1.00%                   |                                                                                                                                                                          |
| 18  | Improve Communication through:                                                   |      | Executive & Council | Municipal Manager                 |                |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                          |
| 19  | 2) Community Based Planning (CBP) in collaboration with Strategic Manager        |      |                     |                                   |                |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         | CBP training planned for 2009/2010. The Area Manager of Veldrif attended a CBP session presented by Province.                                                            |
| 20  | 3) Support of National and Provincial Imbizos                                    |      | Executive & Council | Municipal Manager                 | Continuous     | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 0.00%              | 0.00%              | 0.00%              | 0.00%              | 0.00%                   | 0.00%                   | 0.00%                   | 0.00%                   |                                                                                                                                                                          |
| 21  | 4) Attend the Annual GDS                                                         |      | Executive & Council | Municipal Manager                 | Continuous     | 2.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 2.00%                   | 2.00%                   | 2.00%                   | 2.00%                   |                                                                                                                                                                          |
| 22  | Establishment of :                                                               |      | Executive & Council | Municipal Manager                 | Continuous     | 2.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 0.00%              | 0.00%              | 0.00%              | 0.00%              | 0.00%                   | 0.00%                   | 0.00%                   | 0.00%                   | To date no summit was held.                                                                                                                                              |
| 23  | Mentor and support of CDWs.                                                      |      |                     |                                   |                |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         | As an interim measure the CDWs is reporting directly to the MM. They will be accommodated into the organisational structure that is currently being reviewed.            |

| No. | PERFORMANCE INDICATORS – WHAT                                                                                                                               | TOWN | Department                      | Who               | Target date | Performance Measurement % | ADD Costs To Budget | 30-Sep-08 Target % | 31-Dec-08 Target % | 31-Mar-09 Target % | 30-Jun-09 Target % | 30-Sep-08 Actual % | 31-Dec-08 Actual % | 31-Mar-09 Actual % | 30-Jun-09 Actual % | 30-Sep-08 Performance % | 31-Dec-08 Performance % | 31-Mar-09 Performance % | 30-Jun-09 Performance % | Reason for performance status                                                    |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------|-------------------|-------------|---------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------------------------------------------------------------------|
| 24  | Restructuring:                                                                                                                                              |      | Office of the Municipal Manager | Municipal Manager |             |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                  |
| 25  | Finalisation of restructuring of all directorates (includes appointment of new directors)                                                                   |      | Office of the Municipal Manager | Municipal Manager | 30-Sep-08   | 5.00%                     |                     | 100.00%            | 0.00%              | 0.00%              | 0.00%              | 10.00%             | 10.00%             | 10.00%             | 50.00%             | 0.50%                   | 5.00%                   | 5.00%                   | 5.00%                   | Drift micro-design is completed.                                                 |
| 26  | Staff placement:                                                                                                                                            |      | Office of the Municipal Manager | Municipal Manager |             |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                  |
| 27  | Placement of staff according to placement agreement                                                                                                         |      | Office of the Municipal Manager | Municipal Manager | 30-Jan-09   | 5.00%                     | 0.00%               | 0.00%              | 20.00%             | 100.00%            | 0.00%              |                    | 0.00%              | 0.00%              | 20.00%             | 5.00%                   | 0.00%                   | 0.00%                   | 5.00%                   | Drift placement agreement to be workshoped.                                      |
| 28  | New office block:                                                                                                                                           |      | Office of the Municipal Manager | Municipal Manager |             |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                  |
| 29  | Completion of new office block in Piketberg                                                                                                                 |      | Office of the Municipal Manager | Municipal Manager | 30-Jun-09   | 5.00%                     | 0.00%               | 0.00%              | 20.00%             | 50.00%             | 100.00%            |                    | 2.00%              | 0.00%              | 10.00%             | 5.00%                   | 0.50%                   | 0.00%                   | 0.50%                   | Task overseen by Director Technical Services- A Willemse Construction commenced. |
| 30  | Leadership:                                                                                                                                                 |      | Office of the Municipal Manager | Municipal Manager |             |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                  |
| 31  | Provide guidance and leadership to management team including Executive Mayor and Mayoral Committee                                                          |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 2.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 2.00%                   | 2.00%                   | 2.00%                   | 2.00%                   |                                                                                  |
| 32  | Disaster Management:                                                                                                                                        |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 90.00%             | 10.00%                  | 10.00%                  | 10.00%                  | 9.00%                   |                                                                                  |
| 33  | To ensure a state of readiness of any civil emergency or disaster                                                                                           |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                  |
| 34  | Committee services:                                                                                                                                         |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                  |
| 35  | To ensure efficient committee support services in collaboration with Director, Administration                                                               |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                  |
| 36  | Legal services:                                                                                                                                             |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                  |
| 37  | To routinely review all by-laws                                                                                                                             |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                  |
| 38  | Delegations of authority:                                                                                                                                   |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 0.00%              | 20.00%             | 20.00%             | 100.00%            | 0.00%                   | 2.00%                   | 2.00%                   | 10.00%                  |                                                                                  |
| 39  | Establishment of a system of delegations detailing the delegated authorities of all directors, department heads and managers                                |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                  |
| 40  | The promotion and extension of internal & external communication:                                                                                           |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                  |
| 41  | To establish a motivated and positive personnel corps through the establishment of an open and transparent communication system                             |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                  |
| 42  | Implementation of a performance management system for the municipality in terms of prescribed guidelines:                                                   |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                  |
| 43  | Individual performance management agreement with each director                                                                                              |      | Office of the Municipal Manager | Municipal Manager | 30-Aug-08   | 15.00%                    |                     | 100.00%            | 0.00%              | 0.00%              | 0.00%              | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 15.00%                  | 15.00%                  | 15.00%                  | 15.00%                  |                                                                                  |
| 44  | Compiling of an annual performance report as prescribed by Chapter 6 of the Municipal Systems Act                                                           |      | Office of the Municipal Manager | Municipal Manager | 31-Jan-09   | 10.00%                    | 10.00%              | 10.00%             | 50.00%             | 100.00%            | 100.00%            | 10.00%             | 50.00%             | 50.00%             | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                  |
| 45  | Provide administrative and logistic support with the promotion of public participation through the establishment of external communication with communities |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                  |
| 46  | To provide sufficient quality support for external communication processes with communities and to promote community involvement with council processes     |      | Office of the Municipal Manager | Municipal Manager | Continuous  | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                  |
| 47  | Development, implementing and maintenance as well as annual revision of Council's IDP                                                                       |      | Office of the Municipal Manager | Strategic Manager | Continuous  |                           |                     |                    |                    |                    |                    |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                  |
| 48  | Ensure compliance with the conditions of chapter 5 of the Municipal Systems Act (integrated development planning)                                           |      | Office of the Municipal Manager | Strategic Manager | 30-Jun-09   | 15.00%                    | 10.00%              | 10.00%             | 25.00%             | 75.00%             | 100.00%            | 10.00%             | 25.00%             | 75.00%             | 100.00%            | 15.00%                  | 15.00%                  | 15.00%                  | 15.00%                  |                                                                                  |
| 49  | Compliance with Council's standards and quality, costs and target dates in connection with IDP                                                              |      | Office of the Municipal Manager | Strategic Manager | Continuous  | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                  |
| 50  | Ensure relevance of needs as identified in the IDP with the availability of funds                                                                           |      | Office of the Municipal Manager | Strategic Manager | Continuous  | 5.00%                     |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                  |
| 51  | Effective interaction with the Director Finance to ensure linkage between the IDP and the budget                                                            |      | Office of the Municipal Manager | Strategic Manager | Continuous  | 10.00%                    |                     | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                  |

| No. | PERFORMANCE INDICATORS - WHAT                                                                                | TOWN | Department                      | Who               | Target date   | Performance Measurement % | ADD Costs To Budget | Service delivery targets | 30-Sep-08 Actual % | 31-Dec-08 Actual % | 31-Mar-09 Actual % | 30-Jun-09 Actual % | 30-Sep-08 Performance % | 31-Dec-08 Performance % | 31-Mar-09 Performance % | 30-Jun-09 Performance % | Reason for performance status                                                                                                                                     |
|-----|--------------------------------------------------------------------------------------------------------------|------|---------------------------------|-------------------|---------------|---------------------------|---------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 52  | Completion of IDP process plan for 2008/09                                                                   |      | Office of the Municipal Manager | Strategic Manager | 31-Aug-08     | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                   |
| 53  | Effective development, implementing and maintenance of Council's performance management system               |      | Office of the Municipal Manager | Strategic Manager |               |                           |                     |                          |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                   |
| 54  | Compliance with the conditions of chapter 6 of the Municipal Systems Act (performance management system)     |      | Office of the Municipal Manager | Strategic Manager |               |                           |                     |                          |                    |                    |                    |                    |                         |                         |                         |                         | Currently no operational PMS. The SDBIP reporting and quarterly assessment of section 57 contracts are utilised as a performance tool. New PMS System implemented |
| 55  | Annual drafting of the Service Delivery Budget                                                               |      | Office of the Municipal Manager | Strategic Manager | Continuous    | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                   |
| 56  | Effective interaction with all Directors to coordinate their performance results according to the SDBIP      |      | Office of the Municipal Manager | Strategic Manager | 30-June-2009  | 5.00%                     | 0.00%               | 0.00%                    |                    |                    |                    |                    | 5.00%                   |                         |                         |                         |                                                                                                                                                                   |
| 57  | Effective and efficient public communication                                                                 |      | Office of the Municipal Manager | Strategic Manager | Quarterly     | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                   |
| 58  | Compliance of Council's standards and conditions as determined from time to time                             |      | Office of the Municipal Manager | Strategic Manager | Continuous    | 2.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 2.00%                   | 2.00%                   | 2.00%                   | 2.00%                   |                                                                                                                                                                   |
| 59  | Establishment, management and maintenance of effective Ward Committees                                       |      | Office of the Municipal Manager | Strategic Manager |               |                           |                     |                          |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                   |
| 60  | Compliance with Council's policy and conditions in regard to ward committees                                 |      | Office of the Municipal Manager | Strategic Manager | Continuous    | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   | Ward committees not functional                                                                                                                                    |
| 61  | Effective strategic management and leadership in regard to operational functions and instructions            |      | Office of the Municipal Manager | Strategic Manager | Continuous    | 2.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 2.00%                   | 2.00%                   | 2.00%                   | 2.00%                   |                                                                                                                                                                   |
| 62  | All functions as given by the Municipal Manager from time to time                                            |      | Office of the Municipal Manager | Strategic Manager | Continuous    |                           |                     |                          |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                   |
| 63  | Local Economic Development                                                                                   |      | Office of the Municipal Manager | Strategic Manager | Continuous    |                           |                     |                          |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                   |
| 64  | Engagement with various role-players to stimulate LED in Bergvliet municipality                              |      | Office of the Municipal Manager | Strategic Manager | Continuous    | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   | Staff and funding constraints hampers the rendering of the prescribed LED facilitation.                                                                           |
| 65  | Draft a terms of reference to appoint a service provider to revise the current LED strategy                  |      | Office of the Municipal Manager | Strategic Manager | 30-Sep-08     | 5.00%                     |                     | 100.00%                  | 100.00%            |                    |                    |                    | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                   |
| 66  | ADMINISTRATION                                                                                               |      | Corporate Services              | Director          |               |                           |                     |                          |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                   |
| 67  | To ensure that an annual evaluation of by-laws is performed as prescribed                                    | BR   | Corporate Services              | Director          | 1 X per annum | 3.00%                     |                     | 20.00%                   | 40.00%             | 60.00%             | 60.00%             | 100.00%            | 3.00%                   | 3.00%                   | 3.00%                   | 3.00%                   |                                                                                                                                                                   |
| 68  | To ensure effective governance through coordinating the adoption of critical by-laws                         | BR   | Corporate Services              | Director          | Continuous    | 3.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 3.00%                   | 3.00%                   | 3.00%                   | 3.00%                   |                                                                                                                                                                   |
| 69  | To provide an efficient typing service completed within 48 hours                                             | BR   | Corporate Services              | Director          | Continuous    | 10.00%                    |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                                                                                                   |
| 70  | To provide an accurate filing and archive service                                                            | BR   | Corporate Services              | Director          | Continuous    | 10.00%                    |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 10.00%                  | 10.00%                  | 10.00%                  | 10.00%                  |                                                                                                                                                                   |
| 71  | To ensure that all agendas for scheduled meetings are distributed at least 3 days before meetings            | BR   | Corporate Services              | Director          | Continuous    | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                   |
| 72  | To provide 90% error-free minutes                                                                            | BR   | Corporate Services              | Director          | Continuous    | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                   |
| 73  | To ensure that the list instructing the execution of resolutions be distributed within 7 days after meetings | BR   | Corporate Services              | Director          | Continuous    | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                   |
| 74  | To ensure the availability of at least one fax machine for all offices                                       | BR   | Corporate Services              | Director          | Continuous    | 2.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 2.00%                   | 2.00%                   | 2.00%                   | 2.00%                   |                                                                                                                                                                   |
| 75  | To ensure the availability of at least one copier for all offices                                            | BR   | Corporate Services              | Director          | Continuous    | 2.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 2.00%                   | 2.00%                   | 2.00%                   | 2.00%                   |                                                                                                                                                                   |
| 76  | To ensure that all documents are registered and distributed within 4 working days                            | BR   | Corporate Services              | Director          | Continuous    | 5.00%                     |                     | 100.00%                  | 100.00%            | 100.00%            | 100.00%            | 100.00%            | 5.00%                   | 5.00%                   | 5.00%                   | 5.00%                   |                                                                                                                                                                   |
| 77  | HUMAN RESOURCES                                                                                              |      | Corporate Services              | Director          |               |                           |                     |                          |                    |                    |                    |                    |                         |                         |                         |                         |                                                                                                                                                                   |